

Correct Use of Verb

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Some Rules of the Correct Use of Verb

Verb کی درست حالت کے بارے میں چند اصول

-1 اگر انگریزی جملے میں often یا always, daily, every day کا ذکر ہو تو وہ جملہ **Present Indefinite Tense** کا ہے۔

اس صورت میں Subject کی نوعیت کے مطابق فعل کی پہلی فارم استعمال کی جاتی ہے۔ اس میں helping verb استعمال نہیں کیا جاتا۔

فقرہ (Affirmative) سادہ ہونا چاہیے۔

نوت: اگر (subject) فاعل (verb) کے ساتھ es یا ed اضافہ کیا جاتا ہے۔

i. He (go) to school every day.	(غلط)
He goes to school every day.	(درست)
ii. We often (writing) a letter.	(غلط)
We often write a letter.	(درست)

-2 عادت یا معمول ظاہر کرنے والے جملے عام طور پر **Present Indefinite Tense** ہوتے ہیں۔ مثلاً

i. He (drive) a taxi.	(غلط)
He drives a taxi.	(درست)
ii. We (had smoked).	(غلط)
We smoke.	(درست)

-3 اگر جملے میں کوئی سال last year, last month, last day, ago, before 2000، اور غیرہ ہو تو وہ جملہ

کا ہوتا ہے۔ اس کے سادہ فقرے میں فعل کی درستی حالت استعمال کی جاتی ہے۔

i. She (comes) here yesterday.	(غلط)
She came here yesterday.	(درست)
ii. I (buy) this car last year.	(غلط)
I bought this car last year.	(درست)
iii. He (had retired) in 1985.	(غلط)
He retired in 1985.	

-4 جن جملوں میں Verb کا وقت دیا گیا ہو یعنی دن یا وقت کا ذکر ہو تو وہ فقرے بھی **Past Indefinite Tense** کے ہوتے ہیں۔ مثلاً

i. We (go) to Lahore on Friday.	(غلط)
We went to Lahore on Friday.	(درست)
ii. He (reaches) here in the afternoon.	(غلط)
He reached here in the afternoon.	(درست)

-5 اگر جملے میں next year, next month, next day, tomorrow کے ساتھ کسی میتھی یا سال کا ذکر ہو تو عام طور پر وہ جملہ

کا ہوتا ہے۔ اس صورت میں Verb کی پہلی فارم کے ساتھ will یا shall کا یا جاتا ہے۔

i. They (learn) their lesson tomorrow.	(غلط)
They will learn their lesson tomorrow.	(درست)
ii. I (construct) a house next year.	(غلط)
I shall construct a house next year.	(درست)

اگر جملے میں ہو تو جملہ کا ہوتا ہے اور Present Continuous Tense کا ہوتا ہے اور Present Continuous ہوتا ہے ایسے جملوں میں عام طور پر now کے الفاظ آتے ہیں۔ اس میں verb کی چوتھی حالت یعنی ing فارم استعمال ہوتی ہے۔ مثلاً

i. He is (write) a letter now.	(غلط)
He is writing a letter now.	(درست)
ii. You are (learn) music at present.	(غلط)
You are learning music at present.	(درست)

اگر جملے میں was یا were ہو تو جملہ کا ہوتا ہے ایسے جملوں میں عام طور پر then کے الفاظ آتے ہیں۔ ان میں verb کی ہوتی ہے۔ مثلاً

i. I was (gone) to school then.	(غلط)
I was going to school then.	(درست)
ii. We were (play) tennis.	(غلط)
We were playing tennis.	(درست)

اگر انگریزی جملے میں بھی Future Continuous Tense کا جملہ ہوتا ہے اس میں بھی verb I + ing استعمال ہوتی ہے۔ مثلاً

i. We shall be (take) examination tomorrow.	(غلط)
We shall be taking examination tomorrow.	(درست)
ii. She will be (knit) a sweater.	(غلط)
She will be knitting a sweater.	(درست)

اگر انگریزی جملے میں وقت کے تعین کے بغیر has یا had ہو تو جملہ کی تیری فارم استعمال ہوتی ہے۔ مثلاً

i. I have (write) a letter.	(غلط)
I have written a letter.	(درست)
ii. The Headmaster has (make) a speech.	(غلط)
The Headmaster has made a speech.	(درست)
iii. He had (came) home before the sun set.	(غلط)
He had come home before the sun set.	(درست)

اگر جملے میں فعل کے وقت یادت کے تعین کے ساتھ will have been یا had been یا has been یا have been ہو تو جملہ آجائے آجائے تو جملہ shall have been

عام طور پر for کا استعمال ہوتا ہے۔ متعین وقت کے لئے Since اور غیر متعین وقت کے لئے For کا استعمال ہوتا ہے۔

- i. We have been (lived) here for the two years. (غلط)
- We have been living here for two years. (درست)
- ii. She has been (plucks) flowers since morning. (غلط)
- She has been plucking flowers since morning. (درست)
- iii. We had been (played) tennis since ten o' clock. (غلط)
- We had been playing tennis since ten o' clock. (درست)

اگر انگریزی جملے میں shall have یا will have دیگرہ امدادی فعل ہو تو یہ (Future Perfect Tense) مستقبل کامل کا جملہ ہو گا۔

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ایسے جملے میں عام طور پر by now, by the next year, by the next month وغیرہ کے الفاظ آتے ہیں۔ اس میں verb کی تیسری فارم استعمال ہو گی۔ مثلاً

- i. The birds will have (flying) in the air by now. (غلط)
- The birds will have flown in the air by now. (درست)
- ii. We shall have (prepare) for the examination by the next year. (غلط)
- We shall have prepared for the examination by the next year. (درست)

جب کسی جملے میں verb کی پہلی فارم استعمال کی جاتی ہے۔ مثلاً

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- i. We should (went) to the river for a walk. (غلط)
- We should go to the river for a walk. (درست)
- ii. He ought to (obeys) his parents. (غلط)
- He ought to obey his parents. (درست)
- iii. Let me (gone). (غلط)
- Let me go. (درست)

اگر فقرے کا پہلا حصہ ماضی ہو تو دوسرا حصہ بھی ماضی میں ہو گا۔ یعنی اس میں بھی verb کی دوسری حالت استعمال ہو گی اگر دوسرے حصے میں عالمگیر

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صداقت، حقیقت، معمول یا رسم و رواج ہو تو verb کی پہلی حالت ہی استعمال ہو گی۔

- i. I said that I (take) tea. (غلط)
- I said that I took tea. (درست)
- ii. She said to me that she (knits) a sweater. (غلط)
- She said to me that she knitted a sweater. (درست)
- iii. He said that the earth (was) round. (غلط)
- He said that the earth is round. (درست)

اگر کام کی شرائط ماضی میں پائی جائی ہو تو شرائط والے حصے میں یعنی If ایسے subject کے بعد had اور verb کی تیسری حالت

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استعمال کی جاتی ہے۔ بہبک دوسرے حصے میں would have verb کی تیسری حالت استعمال کی جاتی ہے۔ مثلاً

- i. If he (worked) hard, he would have passed. (غلط)

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If he had worked hard, he would have passed. (برت)
ii. If he had run fast, he had caught the train. (غلط)
If he had run fast, he would have caught the train. (برت)

15۔ اگر کام کی شرط مستقبل میں پائی جا رہی ہو یعنی اردو فقرے میں دو دفعہ ”گا، گا، گی، گی، گے، گے، وغیرہ آرہا ہو تو شراکٹ اولے ہتھے میں

Future Indefinite استعمال کرتے ہیں اور دوسرے میں Present Indefinite استعمال کرتے ہیں

i.	If she (come) to me, I shall help her.	(غلط)
	If she comes to me, I shall help her.	(درست)
ii.	If he goes there, he (meet) his father.	(غلط)
	If he goes there, he will meet his father.	(درست)

The Use of Correct Form of Verb

(Exercise)

Verb کی درست حالت کے استعمال کے بارے میں مشقیں

Exercise No.1

(Present Indefinite + Present Continuous Tenses)

- i. He _____ books these days. (sell)
- ii. We _____ to school every day. (go)
- iii. They _____ a letter. (write)
- iv. I _____ hockey. (play)
- v. I am _____ tea now. (take)
- vi. He is _____ to the teacher. (talk)
- vii. We are _____ to the mosque. (go)
- viii. You are _____ the truth. (speak)
- ix. The teacher _____ students well. (teach)
- x. He is _____ peaceful in green trees. (feel)

Answers:

i. sells	ii. go	iii. write	iv. play	v. taking
vi. talking	vii. going	viii. speaking	ix. teaches	x. feeling

Exercise No. 2

(Present Perfect + Present Perfect Continuous Tenses)

- i. He has _____ the book. (study)
- ii. I have _____ the lesson. (learn)
- iii. She has _____ to school just now. (go)
- iv. We have _____ our courses. (finish)
- v. I have been _____ the book since morning. (read)
- vi. He has been _____ for an hour. (run)

vii. We have been _____ for you since long. (wait)
 viii. The bird has been _____ in the air for ten minutes. (fly)
 ix. He has been _____ the computer since noon. (repair)
 x. Ali has just _____ out. (go)

Answers:

i. studied ii. learnt iii. gone iv. finished v. reading vi. running vii. have been waiting viii. flying ix. repairing x. gone

Exercise No. 3

(Past Indefinite + Past Continuous Tenses)

i. I _____ a letter yesterday. (write)
 ii. He _____ here in the evening. (come)
 iii. The Muslims _____ some enemies as prisoners. (catch)
 iv. Neseema was _____ a song then. (sing)
 v. The bus was _____ to Lahore. (go)
 vi. We were _____ in the canal then. (bathe)
 vii. They were _____ their new business. (start)
 viii. Where were you _____ at that time. (go)
 ix. He was _____ in the rain then. (enjoy)

Answers:

i. wrote ii. came iii. caught iv. singing v. going vi. bathing vii. starting viii. going
 ix. enjoying

Exercise No. 4

(Past Perfect + Past Perfect Continuous Tenses)

i. He had _____ tea when I came. (take)
 ii. She _____ before the party began. (leave)
 iii. The birds _____ before the hunter reached. (fly)
 iv. You had not _____ when the peon came. (sleep)
 v. The girl had been _____ a sweater for an hour. (knit)
 vi. She had been _____ up cotton since morning. (pick)
 vii. We had been _____ there for two days. (go)
 viii. He had been _____ books for several years. (publish)
 ix. They had been _____ there for two years. (go)

Answers:

i. taken ii. had left iii. had flown iv. slept v. had been knitting vi. picking vii. going
 viii. publishing ix. going

Exercise No. 5

(Future Indefinite + Future Continuous Tenses)

- i. I shall _____ a letter tomorrow. (write)
- ii. He will _____ a directory the next week. (compile)
- iii. I _____ this exercise in an hour. (finish)
- iv. She will _____ for me tomorrow. (wait)
- v. I _____ this club next year. (join)
- vi. She will be _____ her lesson in the morning. (learn)
- vii. He will be _____ his home work regularly. (do)
- viii. I shall be _____ class regularly. (attend)
- ix. They _____ all the night. (travel)
- x. The birds will be _____ in the air at noon. (fly)

Answers:

- i. write
- ii. compile
- iii. shall finish
- iv. wait
- v. shall join
- vi. learning
- vii. doing
- viii. attending
- ix. will be traveling or will travel
- x. flying

Exercise No. 6

(Future Perfect + Future Perfect Continuous Tenses)

- i. It will have _____ raining by evening. (stop)
- ii. The thief _____ before the policeman reach. (escape)
- iii. We _____ home before the rain starts. (reach)
- iv. I _____ Karachi by the next week. (visit)
- v. The gardener will have _____ flowers. (pluck)
- vi. We shall _____ there for a week. (go)
- vii. The police will _____ out crimes for years. (wipe)
- viii. She will _____ her lesson for two months. (learn)
- ix. The peon will not _____ the bell yet. (ring)
- x. The bus _____ by the morning. (leave)

Answers:

- i. stopped
- ii. will have escaped
- iii. shall have reached
- iv. shall have visited
- v. plucked
- vi. have been going
- vii. have been wiping
- viii. have been learning
- ix. have rung
- x. will have left

Exercise No. 7

(Conditional Sentences)

- i. If you work hard, you _____. (pass)
- ii. When he _____ I shall go. (come)
- iii. If I had money, I _____ a car. (buy)
- iv. I hope that it _____ raining. (stop)
- v. He said that he _____ to school. (go)

vi. She told me that she _____ visited Swat. (has)
vii. If he _____ me, I shall feel obliged. (help)
viii. If he _____ hard, he would have passed. (work)
ix. He said that earth _____ around the sun. (revolve)
x. I told him that he _____ fast. (run)

Answers:

i. will pass ii. comes iii. would have bought iv. will stop v. went vi. had vii. helps
viii. had worked ix. revolves x. ran.

Assignment of Correct Use of Verb

Put the words in brackets into correct tense in the following sentences.

EXERCISE 1

1. I have not (see) him for a long time.
2. I did not (know) where he lived.
3. All is well that (end) well.
4. This work can be (do) in two days.
5. He has been (wear) this shirt for two years.
6. She has (go) to school.
7. Yesterday, the driver (drive) the bus very rashly.
8. Why have you (tell) a lie?
9. Did you (take) the medicine?
10. The sun (look) red at sunset.

Answers:

1. seen
2. know
3. ends
4. done
5. wearing
6. gone
7. drove
8. told
9. take
10. looks

EXERCISE 2

1. She was (buy) sweets.
2. The sun (rise) in the east.
3. Was the house (burn) to ashes?
4. When will you (sit) for your B.A. Examination?
5. Has she (understand) your question?
6. The earth (revolve) round the sun.
7. She (keep) me waiting yesterday.
8. Have they (drink) cold water?
9. How did she (come) by this book?
10. She (speak) English now.

Answers:

1. buying
2. rises
3. burnt
4. sit
5. understood
6. revolves
7. kept
8. drunk
9. come
10. is speaking

EXERCISE 3

1. Have you (send) him back?
2. I was (sing) when he came.
3. Did it (rain) last month?
4. Our teacher has (teach) us this lesson.
5. Do not (melt) this butter.
6. He (get) up at five every day.
7. He will be (learn) his lesson.
8. They will (eat) their meals at nine.
9. He (see) me yesterday.
10. You should (work) hard.

Answers:

1. sent
2. singing
3. rain
4. taught
5. melt
6. gets
7. learning
8. eat
9. saw
10. work

EXERCISE 4

1. It has been (rain) for two hours.
2. I (take) exercise daily.
3. We have (do) our duty.
4. The sun (rise) at 7 o' clock yesterday.
5. By whom was this jug (break)?
6. He has (leave) this city for good.
7. He (go) to school yesterday.
8. Where are you (live) now-a-days?
9. A dog is (swim) in the river.
10. He is (write) a letter to his friend.

Answers:

1. raining
2. take
3. done
4. rose
5. broken
6. left
7. went
8. living
9. swimming
10. writing

EXERCISE 5

1. You were (bring) up by your parents?
2. This university was (establish) a year ago.
3. She has (post) the letter.
4. Have you (win) the match?
5. He (help) me last year.

1. I have been (wait) for you for two hours.
2. You should (go) there.
3. I have been (suffer) from fever since Monday.
4. A son was (bear) to her.
5. My friend (meet) me on the way to bazaar.

Answers:

1. brought, 2. established, 3. posted, 4. won, 5. helped, 6. waiting, 7. go, 8. suffering, 9. born, 10. met.

EXERCISE 6

1. The children were _____ to see the shoes. (delight)
2. The oxen are _____ slowly. (walk)
3. He gets out of his bed as he _____ the whistle. (hear)
4. He said that he _____ to take examination. (want)
5. Aslam agreed to _____ me. (help)
6. Some children are _____ cricket. (play)
7. The crow did not _____ water anywhere. (find)
8. Has the sun _____? (set)
9. He decided to _____ examination. (take)
10. What are you _____? (do)

Answers:

1. delighted, 2. walking, 3. hears, 4. wanted, 5. help, 6. playing, 7. find, 8. set, 9. take, 10. doing

EXERCISE 7

1. The naughty boy was _____. (punish)
2. Jameel will _____ to Lahore. (go)
3. He came to _____ me last night. (see)
4. I was _____ for you. (wait)
5. The sun has _____. (rise)
6. We did not _____ heart. (lose)
7. All is well that _____ well. (end)
8. I have not _____ him for a long time. (see)
9. Ali will have _____ from Karachi by the next month. (return)
10. I did not _____ where he lived. (know)

Answers:

1. punished, 2. go, 3. see, 4. waiting, 5. risen, 6. lose, 7. ends, 8. seen, 9. returned, 10. know

EXERCISE 8

1. He _____ for a walk daily in a garden. (go)
2. He _____ his home work after the dinner. (do)
3. They _____ the whole night. (travel)
4. I _____ for you at the usual time. (wait)
5. She _____ her lesson in French in the morning. (do)
6. She _____ her work before the guests arrive. (finish)
7. They _____ before the teacher leaves. (arrived)
8. She _____ from a tour of Europe in December next. (return)
9. These farmers _____ the harvest before it rains. (reap)
10. These mangoes _____ the market by April. (reach)

Answers:

1. goes, 2. does, 3. travelled, 4. waited, 5. does, 6. will have finished, 7. will have arrived, 8. will have returned, 9. will have reaped, 10. will have reached.

EXERCISE 9

1. I advised him to _____ hard. (work)
2. A gardener was _____ the plant. (water)
3. He will never _____ a lie. (tell)
4. Who has _____ the chair? (break)
5. The work can be _____ in two days. (do)
6. The sun _____ red at sunset. (look)
7. Has she _____ the question? (understand)
8. She _____ English now. (speak)
9. Our teacher has _____ us English. (teach)
10. Do not _____ the butter. (melt)

Answers:

1. work, 2. watering, 3. tell, 4. broken, 5. done 6. looks, 7. understood, 8. is speaking, 9. taught, 10. melt

EXERCISE 10

1. I _____ all these novels by the end of summer vacation. (read)
2. The meeting _____ by the time we gather. (end)
3. I hope it _____ raining by the evening. (stop)
4. She _____ her examination by next May. (take)
5. They _____ their work by tomorrow. (complete)
6. It _____ in winter. (rain)
7. They _____ hard all day long. (work)
8. The sun _____ in the west. (set)

9. I do not _____ my meals at night. (take)

10. The boys are _____ their home task. (do)

Answers:

1. will have read, 2. will have ended, 3. will have stopped, 4. will have taken,

5. will have completed, 6. rains, 7. work, 8. sets, 9. take, 10. doing

EXERCISE 11

1. He _____ up at five every day. (get)

2. He will be _____ his lesson. (learn)

3. The sun _____ at 7 o'clock yesterday. (rise)

4. He _____ to school yesterday. (go)

5. They did not _____ to me any money. (owe)

6. Last year, he _____ a prize winning picture. (draw)

7. She _____ in her diary daily. (write)

8. We _____ badminton yesterday. (play)

9. You were _____ by your parents. (bring up)

10. The boy is _____ for ice-cream. (cry)

Answers:

1. gets, 2. learning, 3. rose, 4. went, 5. owe, 6. drew, 7. writes, 8. played, 9. brought, 10. crying

EXERCISE 12

1. Are they _____ idle? (sit)

2. She is _____ for London tomorrow. (leave)

3. I have _____ the two books. (read)

4. She has _____ him back. (send)

5. They _____ in this house for ten years. (live)

6. I have not _____ from him since March. (hear)

7. She _____ to school an hour ago. (go)

8. Quaid-e-Azam _____ very hard. (work)

9. He _____ newspapers for a living. (sell)

10. She _____ the door softly. (shut)

Answers:

1. sitting, 2. leaving, 3. read, 4. sent, 5. have been living, 6. heard, 7. went,

8. worked, 9. sells, 10. shut

EXERCISE 13

1. He _____ me to his father. (introduce)

2. He has _____ many hardships. (bear)

3. Let us _____ to Allah. (pray)

4. He has _____ with me in this matter. (agree)
5. I _____ bear in the zoo. (see)
6. Students did not _____ the fare. (pay)
7. You should _____ your plan. (alter)
8. She did not _____ her words. (keep)
9. They will not _____ this offer. (accept)
10. He _____ here yesterday. (come)

Answers:

1. introduced, 2. borne, 3. pray, 4. agreed, 5. saw, 6. pay, 7. alter, 8. keep, 9. accept, 10. came

EXERCISE 14

1. She _____ her home task when the guests arrived. (do)
2. I _____ a book when the bell rang. (read)
3. They _____ to school when the storm broke. (go)
4. I _____ the house before it started raining. (leave)
5. They _____ their meals before the guests arrived. (take)
6. The match _____ after I had left the play ground. (start)
7. They _____ for London tomorrow. (leave)
8. I _____ him next Monday. (see)
9. They _____ hockey at that time. (play)
10. I shall wait here until you have _____ your work. (finish)

Answers:

1. was doing, 2. was reading, 3. Were going, 4. Had left, 5. had taken, 6. started,
7. Will leave, 8. Shall see, 9. Will be playing, 10. finished

EXERCISE 15

English Composition Grammar

(Punjab Text Book Board)

CORRECT USE OF VERB

EXERCISE-1 (Page 162) (Grammar Text Book)

Put the verbs in the correct form of the present tense (Simple or continuous)

1. She (love) her cat very much.
2. He (go) to school every day.
3. It (rain) at present.
4. They (drink) tea every morning.
5. Good students always (work) hard.
6. The earth (revolve) around the sun.
7. She (learn) French at present.
8. They (not do) their work regularly.

9. Shahida (sing) a sad song today.
10. They always (come) back home late.
11. She (speak) English now.
12. She (speak) English quite well.
13. The baby (cry) for milk now.
14. They (go) to sleep at ten.
15. He (not keep) me waiting.

Answers:

1. loves	2. goes	3. is raining	4. drink
5. work	6. revolves	7. is learning	8. do not do
9. is singing	10. come	11. is speaking	12. speaks
13. is crying	14. go	15. does not keep	

EXERCISE- 2 (Page 163)

1. I already (take) three cups of coffee.
2. I (not see) you since Monday.
3. My brother (not write) to me for ten years.
4. She (learn) French for over two years.
5. The book (lie) on the table for weeks.
6. He (not speak) to me since March.
7. She (sleep) since morning.
8. How long you (wait) here?
9. He (stand) in the sun for one hour.
10. She (work) in this office for seven years.
11. They (not eat) anything since morning.
12. They already (do) their home task.
13. I already (post) the letter.
14. The fire (burn) at night.
15. You (rest) since morning.

Answers:

1. have already taken	2. have not seen
3. has not written	4. has been learning
5. has been lying	6. has not spoken
7. has been sleeping	8. have you been waiting
9. has been standing	10. has been working
11. have not eaten	12. have already done
13. have already posted	14. has burnt
15. have been resting	

EXERCISE- 3 (Page 164)

1. It (begin) to rain an hour ago.
2. How long ago you (come) here?
3. She (not hear) any noise.
4. He (ride) a bike when he (meet) an accident.
5. He (leave) twenty minutes ago.
6. I (go) to airport when I (see) her.
7. The light (go out) when we (have) dinner.
8. She (sing) a song when I (enter) the room.
9. I (meet) her in the plane.
10. I (make) tea when the door bell (ring).
11. He (not reply) to my letter.
12. I (buy) this motor bike only a month ago.
13. I (not listen) when you (talk).
14. The farmer (plough) the field when it (start) raining.
15. The bus (start) while I (board) it.

Answers:

1. began	2. did you come here
3. did not hear	4. was riding, met
5. left	6. was going, saw
7. went out, were having	8. was singing, entered
9. met	10. was making, rang
11. did not reply	12. bought
13. was not listening, talked	14. was ploughing, started
15. started, was boarding	

EXERCISE- 4 (Page 164-165)

1. After you (leave) I (go) to sleep.
2. They (take) their breakfast after they (wash).
3. She (not say) anything before he (leave).
4. She (leave) before the party (begin).
5. She (ask) why we (want) to leave early.
6. I (ask) her what places she (visit) in Europe.
7. The sun (not rise) before we (be) ready to leave.
8. I never (see) snow before I (go) to Murree.
9. He (go) home after he (finish) his work.
10. The bus (stop) before we (step out).

Answers:

1. had left, went
2. took, had washed